

10 July 1975

MEMORANDUM FOR: Chief, Policy and Plans Group  
SUBJECT : A&TD Monthly Report Submission -  
June 1975

PERSONNEL BRANCH

TATINTL [REDACTED] 1. The first five sections of the Security Supplement to the DDA were distributed within the Office down to the Branch level. The final portion has been completed in draft form, is scheduled for Career Board review, and should be into the printing press before the end of July.

2. The Personnel Development Program, Part II, was completed and approved by the Director of Security. Copies were forwarded to the Office of Personnel and the DDA/Career Management Officer and will be consolidated into a DDA program. Part II consists of a career progression diagram, a training program and a brief description of career development through the various grade levels from GS-09 to GS-15. The entire package makes up a developmental profile for OS careerists at these grade levels and it is our plan to publish the profile for inclusion with the Handbook supplement.

3. Vacancy notices were prepared and published on four professional and five clerical positions during the month. We received 24 professional and 22 clerical responses to these notices.

4. The Branch continued its work in support of the OS Applicant Review Committee and EOD'd one new professional employee during the month for the September training course. To date, 290 applicant files have been reviewed in an effort to fill 17 slots. Nine new employees have been identified thus far and will EOD during the months of July and August.

TRAINING BRANCH

1. A shortened two-week Special Agents Training Course was offered from 16 to 27 June for nine Office of Security professionals who have not had PSI experience. The class was well received and the majority of the trainees are now in their new assignments in the field.

[REDACTED]  
Chief, Administration and  
Training Division

STATINTL

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, A&TD  
Rm. 4E-69 Hqs.

EXTENSION

6200

NO.

DATE

10 July 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, PPG  
4E-58 Hqs.

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FORM 10

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